

# Chapter 11: Cross Applications

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1/06

## **General Overview**

This section provides information about the Central Name Index, Circuit/Probate Index, and the Central Calendar.

## **Accessing Cross Application Screens**

This section contains an overview, detailed accessing instructions, and field definitions for each of the Cross Application screens:

- **Central Name Index**
- **Circuit/Probate Index**
- **Central Calendar**

## CENTRAL NAME INDEX

### Overview

The Central Name Index and the Circuit/Probate Index were designed to provide access to different Court's data through the same application. The Central Name Index provides access to any public circuit, district, probate or juvenile register of actions. The Circuit/Probate Index provides the same access, but only to Circuit and Probate case summaries. This option is convenient for Family Court users. In order to use these options, the Court's have to be on the same AS400 and using JIS Software.

### Accessing the Screen

The Central Name Index or the Circuit Probate Index can be accessed from either the Circuit Court Master Menu by entering option **12** or **13** and pressing **[ENTER]** or entering **CNI** or **CPI** on the next transaction line of a case management screen.

### CENTRAL NAME INDEX

The Central Name Index contains the names of persons associated with cases that have been entered on the computer.

To locate a particular name, type in the person's LAST NAME in the space below. Then press the ENTER key.

A list of names will be displayed beginning with the name that most closely matches the one you selected.

Enter Surname Here: \_\_\_\_\_

Press the ENTER key to continue

F1=HELP

F3=Exit

### Field Definitions

ENTER SURNAME HERE

Type either the party's last name or type the party's full name in the following format: LAST NAME, FIRST NAME, MIDDLE, SUFFIX. Press **[ENTER]**.

```

                                CENTRAL NAME INDEX
Type in an option. Press ENTER.
Options:  1=Display Case ROA      2=Print Case ROA to OUTQ  PRT19
          Position to Name:

Opt Name      Birthdate Party Court Case Nbr/Type  Status
CTN           Attorney Judge      ID      Petition Nbr
-----
- SMITH & DOSTER FORD INC//      ---NA--- D 001  C4803  86-008520  NI  CLOSE
- SMITH AND WESSON OILS//        ---NA--- P01   D9990  95-00001SC SC  CLOSE
- SMITH AND WESSON//             ---NA--- P01   D9990  93-29295  GC  CLOSE
- SMITH CONTRACTING//           ---NA--- P 001  C4803  94-001021  CZ  OPEN
- SMITH LUMBER AND COAL CO//     ---NA--- P 001  C4803  90-012456  CZ  OPEN
- SMITH TRUCKING//              ---NA--- I01   D9990  93-LLL    LT  CLOSE
- SMITH-EL/MICHAEL/             ---NA--- P 001  C4803  89-011312  CZ  CLOSE
- SMITH-JONES/ALICE/            ---NA--- D 001  C4803  95-000101  FH  OPEN
- SMITH-JONES/MARY/            ---NA--- INP   J44    00910110-00 DL  CLOSE
- SMITH-JONES/MARY/            ---NA--- CVA   P44    90028561  CV  OPEN
- SMITH/ MARY/                 06/11/78 M01   J44    00045095-00 TO  CLOSE
- SMITH/ RYAN MATHEW           ---NA--- GD    P44    91028657  GD  CLOSE

```

More...

F1=HELP F3=Exit F5=Work w/Output F11=Alternate View Pageup/down=More Names

### Field Definitions

OPT	Option 1 to display the register of actions or 2 to print register of actions.
NAME	The name of the Party.
CTN	Criminal Tracking Number for Party. (Press <b>F11</b> to view the CTN number)
ATTORNEY	The name of the attorney assigned to this Party. (Press <b>F11</b> to view the attorney name)
BIRTH DATE	Party's date of birth.
JUDGE	The name of the judge assigned to case. (Press <b>F11</b> to view the Judge's name)
PARTY	The party type/number.

COURT ID	The case's court type. (P=Probate, J=Juvenile, C=Circuit, D=District)
CASE NBR/ TYPE	The case number as entered in the system.
PET NMBR	The petition number as entered in the system. (Press <b>F11</b> to view the petition number)
STATUS	The status of the case.

### **Function Key Explanation**

F1=Help	Position the cursor on the field where help is needed and press <b>F1</b> . The system will display a Help Box with information about this field.
F3=Exit	Press <b>F3</b> to return to the previous screen.
F5=Work W/ output	Press <b>F5</b> to work with the output queue. Another screen will be displayed (see next page).

## WORK WITH PRINTED OUTPUT

1. Work with Printed Reports
2. Change Output Queue

Select option:

F3=Exit

Work W/  
Output

There are two options:

#1 Work with printed Reports: By selecting option #1, the system will display the reports. From this display you can control the printing of the reports or answer messages.

#2 Change the Output Queue: By selecting option #2, the system will display the current output queue. To select a new one, type in the name of the output queue .

F11=Alternate  
View

Press **F11** to change the view of the names and give more information on the parties. (See following example)

```

                                CENTRAL NAME INDEX
Type in an option. Press ENTER.
Options:  1=Display Case ROA      2=Print Case ROA to OUTQ  PRT19
          Position to Name:

Opt Name      Birthdate Party Court Case Nbr/Type  Status
  CTN      Attorney      Judge      ID  Petition Nbr
-----
SMITH & DOSTER FORD INC//    ---NA--- D 001  C4803 86-008520  NI  CLOSE
-----NA----- PETERS    CORSIGLIA    CIVIL ---NA---

SMITH AND WESSON OILS//     ---NA--- P01   D9990 95-00001SC  SC  CLOSE
-----NA----- -----NA----- LENAHAN    CIVIL ---NA---

SMITH AND WESSON//         ---NA--- P01   D9990 93-29295   GC  CLOSE
-----NA----- CROSS    CROCKETT    CIVIL ---NA---

SMITH CONTRACTING//        ---NA--- P 001  C4803 94-001021  CZ  OPEN
-----NA----- -----NA----- BEACH      CIVIL ---NA---

                                          More...

F1=HELP  F3=Exit  F5=Work w/Output  F11=Alternate View  Pageup/down=More Names

```

Sample Central Name Index screen

### F11=Alternate View (Cont)

There are less names on the page than before. The system has expanded the one line per party into two lines. Where the **---NA---** appears, the party does not have that field's requirements.

Following are examples of Summaries for each of the Court Types.

### Juvenile Register of Actions Print

```

Case Sum      Case#    910099      Status C  Type DL      Filed 0610 1991
Jurist 19081 PREISEL      Attny      Worker
Name SABO,JUSTIN,HARLEY      DOB 1224 1978  Gender M  Race WA
SSN          SID          Service Type F
Case Opened      Case Closed 612 1991  Case Reopened

Petition # 9100991 Petition Opened 0610 1991      CTN 449180003601
Petition Closed 0612 1991 Jurist 19081 DISPOSITION CHG VENUE
NBR ORIGINAL CHARGE      ASC AMMENDEd CHARGE      ASC DSP EVT
01 750.360      .      WAI ORJ
COMMENT LARCENY
02 750.249      .      WAI ORJ
COMMENT FORGERY/FRAUD

Petition # 9100992 Petition Opened 0610 1991      CTN
Petition Closed 0612 1991 Jurist 19081 DISPOSITION CHG VENUE
NBR ORIGINAL CHARGE      ASC AMMENDEd CHARGE      ASC DSP EVT
01 750.356A-B      .      WAI ORJ
COMMENT BREAKING AND ENTERING
02 750.249      .      WAI ORJ
COMMENT FORGERY/FRAUD

001 0610 1991      PET LARCENY & FORGERY/FRAUD
RESULTS-      ,      ,      ,      ,

002 0610 1991      PET B&E AND FORGERY/FRAUD
RESULTS-      ,      ,      ,      ,

003 0612 1991      ORJ TO GENESEE COUNTY
RESULTS-      ,      ,      ,      ,

004 0612 1991      EXR CERTIFICATION OF RECORD
RESULTS-      ,      ,      ,      ,

```

**Probate Register of Actions Print**

```

REGISTER OF ACTIONS
CASE# 92029332 TYPE CV    CIVIL#          TYPE      JUDGE 19081  DATE 10/13/1992
NAME  HUIZAR,JODIE,          SSNO          OPTIONAL DATE 1/12/1993
MICRO          STATUS C CLOSED 1/15/1993 PUBLIC P  ATTNY 11716 CASSELL
=====
NUM  DESC  QUALIFICATION  DUE DATE  PARTY ACTIVITY  COURT ACTIVITY  SURETY
  1   CVM   AOT 11/12/1992  11/12/1992  FAC 1/15/1993   DIS 1/15/1993
      SMITH, BARBARA
      6525 NORTH LAKE RD
      OTTER LAKE          MI  48464
=====
NUM CODE  F/DATE  SEQ  H/DATE  TIME MICROFILM#  ATTNY  DISP  DATE  JUDGE
  1   CSR 10/13/1992          02920252  11716          19081
PET TO APPOINT CONSERVATOR
  2   NOH 10/13/1992  10/30/1992 1330 02920253  11716          19081
APPOINTMENT OF CONSERVATOR
  3   PET 10/13/1992          02920254  11716          19081
PET FOR AUTH TO SETTLE CLAIM
FOR ATTY FEE/COST/DETERMINE LOSS & DISTRIBUTION OF PROCEEDS
More...

```

F3=Exit

Help

**Circuit Register of Actions Print**

```

CLOSED      FOJ          CASE REGISTER OF ACTIONS      09/11/01    PAGE
99-012601-DS JUDGE CORSIGLIA      FILE 06/20/99 DISPOSE 07/12/99 CLOS 07/12/99
          COUNTY  3          SCAO LINE 7

P 001 SABO,CYNTHIA,          VS D 001 WARSTLER,LAWRENCE,J
      317 COLFAX STREET          519 NORTH WESTNEDGE
      PLAINWELL          MI 49080      KALAMAZOO          MI 49001
      ATY:MARKS,ANDREW J.

      DISPOSITION 07/12/90  INC
      SERVICE/ANS 07/03/90  POS

NUM  DATE  JUDGE  CHG/PTY  EVENT DESCRIPTION/COMMENTS
-----
  1  06/20/90  CORSIGLIA  SUMMONS ISSUED
      COMPLAINT/NON SUPPORT
  2  AFFIDAVIT

```

CLK DI  
CLK  
CLK DI



**District Court Register of Actions Print**

CLOSED CIVIL ONLINE REGISTER OF ACTIONS  
 Court 0 Case 95-8701-GC Type GC File Date 110494 Judge  
 P01 TUCKER/DINAH/ D01 SADLER/LINDA/

DATE: 09/11/97

STATE OF MICHIGAN 99TH JUDICIAL DISTRICT  
 27777 FRANKLIN ROAD SUITE 1300 REGISTER OF ACTIONS  
 JIS-SOUTHFIELD MI 48034 CASE NO: 95-8701-GC GC JUDGE:

PAGE: 1

(CLOSED) BAR NO.

Attorney

P01 PLAINTIFF (CLOSED)  
 TUCKER/DINAH/  
 901 W. TOWERS  
 TROY MI 48484

D01 DEFENDANT (CLOSED)  
 SADLER/LINDA/  
 79434 INKSTER ROAD  
 SOUTHFIELD MI 48423

11/01/94

P01	ALF	AFFDV & CLM	FILED	\$400.00	KJS
P01	ALI	AFFDV & CLM	ISSUED	\$32.00	KJS
ALL	HRC38	HEARING SMALL CLAIMS	SCHEDULED		KJS

12/12/94 11:00 A

11/04/94

D01	ALS	AFFDV & CLM	SERVED		KJS
ALL	ORE25	ORDER FOR REMOVAL TO GEN CIVIL ENTERED			DCS
		TRANSFERRED TO CASE # DEMOGEN			DCS
		TRANSFERRED TO CASE # 4X			DCS
		TRANSFERRED TO CASE # 4X1			DCS
		TRANSFERRED TO CASE # 4X2			DCS
		TRANSFERRED TO CASE # 4Z1			DCS
		TRANSFERRED TO CASE # 4Z2			DCS

NXT CASE 95-8701-GC PTY B01 GAR# NAME  
 F1-Top F2-Bottom F3/F24-Previous Menu F9-Print Roll-Page Help

**CENTRAL CALENDAR**

The Central Calendar was designed to allow user's to view or print a particular Judge's docket for all courts that are on the same AS400 and using JIS Software.

```

      COMBINED CALENDAR REQUEST

      JURIST # _____ OR COURTROOM # _____

      P = PRINT or D = DISPLAY D

      F3 = EXIT
  
```

### Accessing the Screen

The combined calendar request screen can be accessed by either entering **14** in the option field on the Circuit Court Master Menu or by entering **CCL** on the next transaction line from any case management screen.

```

      CENTRAL CALENDAR REQUEST

      JURIST # 12239 OR COURTROOM # _____

      P = PRINT or D = DISPLAY D

      BEGIN DATE      101199
      END DATE        101499
      CIRCUIT COUNTIES 3  _  _  _
      DISTRICT COURTS  _  _  _  _
      PROBATE/JUV COURT 44 _  _  _
      SPACING BETWEEN CASES 1 (PRINT ONLY)
      PAGE BREAK BY DATE Y/N Y (PRINT ONLY)
  
```

Central Calendar Screen

### Field Definitions

JURIST	The bar number of the judge or referee for the calendar being requested.
COURTROOM	The courtroom number of the requested calendar.
P=PRINT	Enter <b>P</b> to print the calendar.
D=DISPLAY	Enter <b>D</b> to display the calendar.
BEGIN DATE	Enter the first date of the requested calendar(s).
END DATE	Enter the last date of the requested calendar(s). A single date can be used if requesting a calendar for only one day.
CIRCUIT COUNTIES	Enter the county number(s) for the specified jurist's calendar.
DISTRICT COURTS	Enter the District Court number(s) for the specified jurist's calendar.
PROBATE COURT	Enter the Probate Court number for the specified jurist's calendar.

When the necessary fields have been completed, press **[ENTER]**. If D=Display was selected, the following screen will appear:

Court	Case#	Typ	Hon. HULL, LAVAIL E., Title	Atty/Off
		MONDAY	3/03/00	
			AT 9:00 a.m.	
C03	00884585-00	CZ	CRUISE, TOM,	
	PREL HRG	/CIVIL PROCEEDING	8845851	
		WEDNESDAY	3/05/00	
			AT 9:00 a.m.	
P44	97333132-00	CG	BROWN, ANGELA,	GRANT
	ADJOURNED HEARING			
		WEDNESDAY	3/12/00	
			AT 1:00 p.m.	
P44	97333133-00	WT	WILLS FOR SAFEKEEPING,,	GRANT
	NOTICE OF HEARING			
		FRIDAY	3/14/00	
			AT 1:00 p.m.	
D99	00936303-01	SC	ANDERSON/ASHLEY/	FULKS
	PRELIM HRG /		9363031	
				More...

## Field Definitions

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COURT	The Court the case is assigned to.
CASE #:	The Case Number as entered in the system.
TYPE	The case suffix.
TITLE	The case title as entered on the system.
ATTY/OFF	The name of the attorney of record and the offense.

If P to print the Docket was selected, the print out will look exactly like the display.